



SHERATON

Phoenix Downtown

EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.

NAME OF CONFERENCE		START DATE	END DATE	NO. OF EVENT DAYS
ORGANIZATION NAME		ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NO.
STREET ADDRESS		CITY	STATE	ZIP CODE
TELEPHONE NUMBER	DELIVERY DATE	DELIVERY TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	PICKUP DATE	PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS		ORDERED BY		

ORDERING INSTRUCTIONS: To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for exhibit floor only. All rental prices subject to a 15% markup if ordered day of. An electronic receipt will be emailed to you. The total charge per item is determined by multiplying the price by the quantity ordered by the days rented. 25% service charge and 8.6% sales tax applied to all orders. Labor charges will apply to all equipment rental.

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.

Tax Exempt Status – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

Cancellations – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax. Labor and/or service charges may apply and/or loss damage waiver.

Shipping Instructions – Mark any materials sent to the venue as follows:

1. Address Packages to: Sheraton Phoenix Downtown, 340 N. 3rd Street, Phoenix, AZ 85004
2. Hold for Arrival - Attn: Guest's Name and/or Organization
3. Complete Return Address
4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2)*

Form Submission – Email completed forms to: aspringer@psav.com.

MONITORS

	PRICE	QTY	DAYS	TOTAL
■ 40" LCD monitor <input type="checkbox"/> Dual-post stand	\$ 525	___	___	\$ ___ 0
■ 46" LCD monitor <input type="checkbox"/> Dual-post stand	\$ 675	___	___	\$ ___ 0
■ 65" LCD monitor <input type="checkbox"/> Dual-post stand	\$ 950	___	___	\$ ___ 0

AUDIO EQUIPMENT

	PRICE	QTY	DAYS	TOTAL
■ Powered speaker <i>Up to five people</i>	\$ 125	___	___	\$ ___ 0

ACCESSORIES

	PRICE	QTY	DAYS	TOTAL
■ Laptop	\$ 255	___	___	\$ ___ 0

INTERNET

	PRICE	QTY	DAYS	TOTAL
■ Wired internet connection	\$ 190	___	___	\$ ___ 0
■ Wireless internet connection	\$ 50	___	___	\$ ___ 0
■ Dedicated bandwidth	Please contact PSAV for quote			

POWER

	PRICE	QTY	DAYS	TOTAL
■ 120V – 5 AMP	\$ 80	___	___	\$ ___ 0
■ 120V – 15 AMP	\$ 160	___	___	\$ ___ 0
■ 208V Power	Please contact PSAV for quote			
■ Additional power strip and extension cord	\$ 42	___	___	\$ ___ 0

RIGGING

All rigging requests should be placed using the [Rigging Request Form](#).

CUSTOM ITEMS

	PRICE	QTY	DAYS	TOTAL
■ _____	\$ _____	___	___	\$ ___ 0
■ _____	\$ _____	___	___	\$ ___ 0
■ _____	\$ _____	___	___	\$ ___ 0
■ _____	\$ _____	___	___	\$ ___ 0
■ _____	\$ _____	___	___	\$ ___ 0

SPECIAL REQUESTS

Please add any items not listed above that you require.

***Please ship all wooden crates to designated drayage company. Hotel will not accept oversized crates. All large items arriving via truck that cannot fit in standard elevator will need to come through the freight elevator. Usage of elevator must be scheduled in advance and charges will apply.**





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BOOTH DIAGRAM

ORGANIZATION NAME	ROOM/EXHIBIT BOOTH NO.
SHOW NAME	SHOW DATES

Internet

Please indicate on the grid the location of your internet drop(s) using **W** to signify a wired internet drop. If no location is indicated, the internet drop will be placed in the middle back of the booth.

Power

Please indicate on the grid the location of your power drop(s) using exact measurements and how many amps each power drop should have (e.g., 15A). If no location is indicated, the power drop will be placed in the middle back of the booth. There is a minimum labor charge for hook-up and dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services.

Adjacent Booth No. _____

Adjacent Booth No. _____

Adjacent Booth No. _____

Adjacent Booth No. _____

